TICK BOXES TO CONFIRM INFORMATION KNOWN FROM DETAILS AVAILABLE:

1. I confirm that content was gathered by a staff member or contracted partner of X organisation.
2. The contributor is shown in a way that meets all of the questions in the Editorial Decision Making Matrix, excepting the sections on Consent.
3. The contributor is not someone who is known to be persecuted in their current location due to who they are/external perceptions of who they are (sexual orientation, gender, religion, race, marital status, etc).
4. The contributor is not shown undertaking an action that could put them at risk in their location (attending a rally against legal child marriage, speaking out about legally accepted FGM/C).
5. The contributor is not living with any persons who may wish them harm due to them sharing their story, even if anonymously.
6. The contributor has been party to the consent process, but has decided not to sign a form or give verbal recorded consent of their own choice.

• If all boxes are ticked this is low risk and can be used.
• If you cannot tick boxes 1 and 2 this is a medium risk and should only be used after the scenario and story has been reviewed by the safeguarding team.
• If you cannot tick boxes 3 – 7 this story is high risk and should not be used.

Please select the risk estimate:

RISK ESTIMATE  LOW  MEDIUM  HIGH

STAFF MEMBER SIGNING OFF THIS FORM: Add staff member’s name(s) here DATE: SIGNATURE(S):

Please store this form alongside all materials associated with this story.